

**Meeting Notes
Conference Call
09/07/05 Eboard**

10:00am – 11:30am

In Attendance:

Bob Brooks, Eric Edwards, Matt Fengler, John Harris, Becca McConnaughey, Pat Ryan, Bill Whitcomb

Topics of Discussion:

- Last count was 79 room nights at Hilton Vancouver.
- Becca will contact registrants on old form to see what workshop they plan to attend on Monday, October 17th.
- Bob will send map of hotel/parking to board by e-mail and will also put on website. These maps will also be put in invoice that is sent out.
- Discusses doing fundraiser for disaster relief. Example would be to have raffle tickets or silent auction for gift baskets or weekend getaway. Bill will look into this with American Red Cross.
- Bill will look into flash memory pen drive. Will check to see if Vancouver Hilton would be interested in paying a little to advertise logo on pen drive (would then be able to get larger than 64MB).
- Conference Details:
 1. Presentations:
 - Moved a couple of presentations on agenda. This will make agenda final.
 - Matt will send updated registration and agenda out.
 - Bill will write draft letter to presenters stating date, time, presentation day of conference is no charge (all other days \$50.00/day). Everyone is to send their speaker contact info to Bill by September 30th.
 2. Registration:
 - 32 total registrants to date. 25 general registrants and 7 vendor registrants.
 3. Computer Room:
 - There are still two open sessions on Thursday.
 4. Hotel:
 - NWPMA will get one comp room for every 50 revenue room nights. These will be given to speakers that are given a room night for presentation.
 5. Social Event on Wednesday:
 - Contract for Laidlaw busses will be sent to Matt to sign. Deposit of \$100.00 will be needed when contract is turned in.

